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STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES  
LANSING



RODNEY A. STOKES  
DIRECTOR

TO: All Fee Appraisers contracting with the Michigan Department of Natural Resources (DNR)

FROM: Valerie Lafferty, Review Appraiser, Real Estate Services Section (RES)

SUBJECT: Updates

CC: Steve Sutton, Real Estate Services Manager

Just over a year ago DNR changed the system of contracting for appraisals to the State of Michigan's Procurement System (via Bid4Michigan). This was reasoned to be more efficient and offset the loss of personnel in Real Estate Services. As a result there have been many changes.

A couple of things we hope will not change. The first is your continued assistance with the **Visual Environmental Inspection Checklist**. Beginning in 1990, the Real Estate Services appraisal agreements have included as part of the appraisal agreement and DNR Appraisal Standard an *"Appraisal Site Inspection Environmental Checklist"* (enclosed) which should to be filled out by the contract appraiser at the time of the site inspection and included in the final appraisal report submitted to the Department. Although it is recognized that real estate appraisers are not trained environmental analysts, they are, however, skilled field observers of both improved and vacant properties. Using this checklist will not only assist the appraiser in identifying potential environmentally unsafe conditions on or around the property, but will also aid in the discovery of elements that could affect the value conclusion. Please continue to provide the completed checklist as the ***last page in your report.***

The second is a reminder to **contact the Case Manager** before you get started on your appraisal assignments. Besides giving the case manager a heads up, it's an opportunity to make sure everyone is starting off with the most current information.

Finally, also in an effort of offset the loss of administrative support, please provide a **photocopy of your current liability insurance coverage** within each appraisal report you submit. If you could place this as the ***second to the last page in each report***, then staff can quickly administer that part of our program. Some of you had already been doing this, but we've now added it to our updated DNR Appraisal Standards (also attached).

Your professional work is appreciated and we look forward to working with you going forward. We continue to seek better ways within DNR and RES of doing business. Your comments or suggestions to that end are welcomed and encouraged – 517-335-4867.

Thank you.